## Department of Intellectual and Developmental Disabilities Quality Assurance Individual Review for Personal Assistance Services

Domain 2. Individual Planning and Implementation					
Outcome 2A. The person's plan reflects his or her unique needs, expressed preferences and decisions.					
Indicators	Results	Guidance	Comments		
2.A.1. The person and family members report they are active participants in developing and revising the plan to the extent they desire.	NA NA IJ	Individual Interview and /or other review activities as needed to determine if the provider supports the person's and/or family's involvement.  The person and family members report they are active participants in revising the plan.			
		Provider Manual Reference: 2.5.c.; 3.1; 3.3.; 3.10.f; 3.12.			
*2.A.4. Current and appropriate assessments of the person's abilities, needs and desires for the future are used in developing the plan.	Y   NA   IJ	The provider completed the Risk Issues Identification Tool prior to completion of the annual ISP or whenever needed to address emerging needs or amend current supports and interventions.  The provider actively participates in the information gathering process. The entity that writes an ISP has ultimate responsibilities in this area.  Provider Manual Reference: 3.3.a.; 3.4.; 3.5.; 3.6.b.; 3.6.c.; 3.7.b.; 3.9.; 3.11.d.; 3.12.; 3.15.; 3.19.; 16.3			
Outcome 2B. Services and supports are provided according to the person's plan.					
Indicators	Results	Guidance	Comments		
*2.B.2. The person's plan is implemented in a timely manner.	Y	Individual Interview and/or other review activities as needed  Services, plans and programs are developed and			

		implemented according to time frames identified in the person's ISP (or there is documentation to support the extension of a timeframe and the need to update this in the ISP).  Provider Manual Reference: 3.10.e.; 3.12.c.; 3.17.	
*2.B.3. The person receives services and supports as specified in the plan.	NA   NA   N	Services are consistently provided in a timely fashion, and in the approved type, amount, frequency, and duration identified in the person's Individual Support Plan.  Discrepancies in approved units versus delivered units are identified and explained.  Recommendations are made as needed to reduce discrepancies.	
		Provider Manual Reference: 3.17.; 3.17.a.; 6.11.; Chapter 11; 16.3	
*2.B.4. Provider staff are knowledgeable about the person's plan.	N	Staff Interview and/or other review activities as needed.  The provider ensures that there is a copy of the current ISP located in the personal assistance (PA) record and staff have access.  Provider staff have received training specific to the person's individual needs, interventions and programs and are knowledgeable about any responsibilities they have to carry out related to activities identified in the plan. This includes supports related to risks, health related needs, dietary issues, and equipment.  If the person is receiving services from the school system, staff should be knowledgeable about his or her school services.	
		Provider Manual Reference: 3.12.c.; 3.17.; 6.11.; 7.2.b; Chapter 11; 11.9.	

*2.B.5. Provider documents provision of services and supports in accordance with the plan.	Y   N   NA   IJ	Ongoing documentation shows the provider's efforts to implement services and supports in accordance with the person's plan. This includes provision of supports related to risks, health related needs, dietary issues, and equipment. Documentation is completed and maintained per DIDD Provider Manual.  Supports and interventions relating to risks are carried out.  Provider Manual Reference: 3.17.; 3.17.a.; 6.11.;	
		8.7.a.; 8.11; Chapter 11; 16.3.e.	
Outcome 2D. The person's plan and se	ervices are i	monitored for continued appropriateness and revi	sed as needed.
Indicators	Results	Guidance	Comments
*2.D.6. Provider documentation indicates appropriate monitoring of the plan's implementation.	Y NA IJ	DIDD requirements are followed and issues related to delivery of services and implementation of the plan are detected and addressed to resolution.  The review provides a summary of the progress in meeting ISP action steps and outcomes.  Provider Manual Reference: 3.17.; 3.18.; 3.18.a.1-7); 16.3.e.	
2.D.7. The provider informs the ISC of emerging risk issues or other indicators of need for revision to the individual plan.	NA   NA   IJ	Documentation reflects when there are issues that may impact the continued implementation or appropriateness of an ISP or when there is a need for a periodic review of the ISP, provider staff notify the appropriate persons, provide all needed information and follow the issue to resolution.  The provider is responsible for carefully reviewing the final ISP and notifying the ISC of any inaccurate, conflicting or missing information.  Provider Manual Reference: 3.6.b.; 3.8.; 3.9.c.; 3.10.f.; 3.11.d.; 3.15; 3.18.; 3.18.a.; Chapter 11; 16.3.e.	

## **Domain 3. Safety and Security** Outcome 3A: Where the person lives and works is safe. Indicators Results Guidance Comments \*3.A.3. Provider responds to When PA staff is on duty, provider documentation emergencies in a timely manner. Ν indicates appropriate action is taken in a timely NA 🗌 manner when emergencies occur. IJ 🗌 Provider Manual Reference: 7.1.; Chapter 11 3.A.4. Provider staff report that the Υ Staff Interview Ī system for obtaining back-up or Ν NA 🗌 emergency staff is working. Staff demonstrate that emergency procedures and phone numbers are readily available. IJ 🗌 Provider Manual Reference: 6.8. \*3.A.5. Providers assess and reassess Υ There are no serious safety issues noted in the Ν environment in which the PA services are the home and work environment NA 🗌 regarding personal safety and provided. IJ 🗌 environmental safety issues. Provider Manual Reference: 16.3.d. Actions are taken to communicate and rectify any Υ \*3.A.6. Providers resolve safety issues individual safety issues or problems identified. in a timely manner. Ν NA 🗌 Provider documentation indicates actions are IJ 🗌 taken and resolution occurs in a timely manner when safety issues are identified. Provider Manual reference: 19.11.a. If provider staff are responsible for transportation, \*3.A.7. Providers use a system of Υ vehicles used for the person's transportation are inspection and maintenance of vehicles Ν NA 🗌 well maintained and safe in accordance with the used for transport. agency's system of inspection and maintenance. First-aid kits are available in all vehicles. Provider Manual Reference: Chapter 11: Provider Agreement A.14

Indicators	Results	Guidance	Comments
3.C.1. The person and family members report they understand the reporting system for reportable incidents and know what to expect when a report has been made.	Y □ N □ NA □ IJ □	Individual Interview and/or other review activities as needed  The person knows what to do if someone mistreats him/her or fails to provide needed assistance to him/her (or is supported as needed to respond to these issues).	
3.C.2. The person and family members report they feel that they can report incidents without fear of retaliation.	Y   N   NA   IJ   IJ   IJ   IJ   IJ   IJ   IJ   I	Individual Interview and/or other review activities as needed	
*3.C.5. Provider staff are knowledgeable about the protection from harm policies and procedures.	Y   N   NA   IJ	Interview  For all settings in which they work, staff are able to locate available incident reporting documents and are knowledgeable about incident management policies and procedures.  Staff know how to access the State Investigator contact number; and, are knowledgeable about how to identify and report instances of suspected abuse, neglect or exploitation.	
3.C.7. Provider staff report feeling safe to report incidents without fear of retaliation.	Y	Provider Manual Reference: 18.2.; 18.4. Individual (Staff) Interview	
3.C.9. The provider records all complaints, takes action to appropriately resolve the complaints presented, and documents complaint resolution achieved.	Y   N   NA   NA   IJ	Individual Interview and/or other review activities as indicated  The person and/or legal representative have been provided individually appropriate information regarding how to access and use complaint resolution processes if complaints arise concerning his/her services including contact information for both his/her service provider and for the Regional Office Compliant Resolution Unit.  The person and family members report they know	

*3.C.10. The provider reports incidents as required by DIDD, including following timeframes and directing the report to the appropriate party.	Y	whom to contact regarding problems and concerns.  The person and family members indicate that reported problems and concerns are resolved in a timely and courteous manner.  Provider Manual reference: 2.10.a-b; 2.11.a-b; 6.4.; 18.1.  Individual documentation and interview(s) indicate timely and appropriate reporting.  Provider Manual reference: 18.2.a., b.	
Domain 4. Rights, Respect and Dignity			
Outcome 4A. The person is valued, res	spected and	treated with dignity.	
Indicators	Results	Guidance	Comments
4.A.1. The person and family members	Y 🗌	Individual Interview and/or other review activities	
report that the person is valued,	N 🗆	as indicated	
	NA 🗌		
report that the person is valued,		as indicated  Direct Observation	
report that the person is valued,	NA 🗌		
report that the person is valued,	NA 🗌	Direct Observation	
report that the person is valued, respected, and treated with dignity.	NA 🗌 IJ 🗍	Direct Observation  Provider Manual Reference: 2.4.a.1)	
report that the person is valued,	NA 🗌	Direct Observation	
report that the person is valued, respected, and treated with dignity.  *4.A.5. Providers demonstrate and provide supports that promote value, respect and fair treatment for persons	NA	Direct Observation  Provider Manual Reference: 2.4.a.1)  Direct Observation (may include review of	
report that the person is valued, respected, and treated with dignity.  *4.A.5. Providers demonstrate and provide supports that promote value,	NA	Direct Observation  Provider Manual Reference: 2.4.a.1)  Direct Observation (may include review of	
report that the person is valued, respected, and treated with dignity.  *4.A.5. Providers demonstrate and provide supports that promote value, respect and fair treatment for persons	NA	Direct Observation  Provider Manual Reference: 2.4.a.1)  Direct Observation (may include review of documentation)  The person is referred to by name.	
report that the person is valued, respected, and treated with dignity.  *4.A.5. Providers demonstrate and provide supports that promote value, respect and fair treatment for persons	NA	Direct Observation  Provider Manual Reference: 2.4.a.1)  Direct Observation (may include review of documentation)  The person is referred to by name.  The person is referred to appropriately (i.e., slang	
report that the person is valued, respected, and treated with dignity.  *4.A.5. Providers demonstrate and provide supports that promote value, respect and fair treatment for persons	NA	Direct Observation  Provider Manual Reference: 2.4.a.1)  Direct Observation (may include review of documentation)  The person is referred to by name.  The person is referred to appropriately (i.e., slang terms or disability labels are not used to refer to	
report that the person is valued, respected, and treated with dignity.  *4.A.5. Providers demonstrate and provide supports that promote value, respect and fair treatment for persons	NA	Direct Observation  Provider Manual Reference: 2.4.a.1)  Direct Observation (may include review of documentation)  The person is referred to by name.  The person is referred to appropriately (i.e., slang	
report that the person is valued, respected, and treated with dignity.  *4.A.5. Providers demonstrate and provide supports that promote value, respect and fair treatment for persons	NA	Direct Observation  Provider Manual Reference: 2.4.a.1)  Direct Observation (may include review of documentation)  The person is referred to by name.  The person is referred to appropriately (i.e., slang terms or disability labels are not used to refer to the person).  Staff interacts with the person in a manner of	
report that the person is valued, respected, and treated with dignity.  *4.A.5. Providers demonstrate and provide supports that promote value, respect and fair treatment for persons	NA	Direct Observation  Provider Manual Reference: 2.4.a.1)  Direct Observation (may include review of documentation)  The person is referred to by name.  The person is referred to appropriately (i.e., slang terms or disability labels are not used to refer to the person).	
report that the person is valued, respected, and treated with dignity.  *4.A.5. Providers demonstrate and provide supports that promote value, respect and fair treatment for persons	NA	Direct Observation  Provider Manual Reference: 2.4.a.1)  Direct Observation (may include review of documentation)  The person is referred to by name.  The person is referred to appropriately (i.e., slang terms or disability labels are not used to refer to the person).  Staff interacts with the person in a manner of mutual respect and cooperation.	
report that the person is valued, respected, and treated with dignity.  *4.A.5. Providers demonstrate and provide supports that promote value, respect and fair treatment for persons	NA	Direct Observation  Provider Manual Reference: 2.4.a.1)  Direct Observation (may include review of documentation)  The person is referred to by name.  The person is referred to appropriately (i.e., slang terms or disability labels are not used to refer to the person).  Staff interacts with the person in a manner of mutual respect and cooperation.  The person is treated with dignity, respect and	
report that the person is valued, respected, and treated with dignity.  *4.A.5. Providers demonstrate and provide supports that promote value, respect and fair treatment for persons	NA	Direct Observation  Provider Manual Reference: 2.4.a.1)  Direct Observation (may include review of documentation)  The person is referred to by name.  The person is referred to appropriately (i.e., slang terms or disability labels are not used to refer to the person).  Staff interacts with the person in a manner of mutual respect and cooperation.	

		Arrangements made with the person by provider staff are kept and on time, as planned.	
		Services and supports are consistently implemented in accordance with the person's current preferred lifestyle and related needs, and in a manner to increase personal independence, productivity, integration and inclusion.  Personal information is maintained in a confidential manner.	
		confidential manner.	
		Provider Manual Reference: 2.4.a.5)-6); 2.5.a; 2.6.; 2.7.a.; 2.9. 6.5.1)-2); 6.8.	
Outcome 4C. The person exercises his	or her righ	ts.	
Indicators	Results	Guidance	Comments
*4.C.2. The person has time, space and opportunity for privacy.	Y   N   NA   IJ	Individual Interview and/or other review activities as indicated; Direct Observation; Record Review  The person has time, space and opportunities for privacy, including closed doors, no one entering personal space without seeking permission, access to a private telephone, visiting and grooming/dressing space, private mail.  Review of provider documentation indicates no problems with privacy.  Provider Manual Reference: 2.4.a. 3) – 16); 2.6.c.	
*4.C.7. The person exercises his or her rights without inappropriate restriction.	Y	Individual Interview and/or other review activities as indicated; Direct Observation  The person is appropriately supported to have basic rights and to have as much control over his/her life as possible.  Information is not released without current consent signed by the person and/or his or her legal representative.  The person and/or legal representative report he	

		or she has been provided with understandable information regarding his/her rights as a citizen, grievance and appeal rights, rights to confidentiality, to access records, and to decide with whom to share information.	
		Provider Manual Reference: 2.22.r.,s.; 2.3.; 2.4.	
Outcome 4D. Rights restrictions and re	stricted int	erventions are imposed only with due process.	
Indicators	Results	Guidance	Comments
4.D.2. The person and family members report that they knowingly and voluntarily gave consent to restricted interventions and have the opportunity to refuse, withdraw, or modify approval.	Y   NA   IJ	Individual Interview and/or other review activities as indicated  If there is any rights restriction, restricted intervention or psychotropic medication being used by the person, the person and his/her family and/or legal representative have received information about risks, benefits, side effects and alternatives, and have given voluntary, informed, documented consent for the use of the intervention or medication. Consents are renewed according to the DIDD Provider Manual.  Provider Manual Reference: 2.22; Chapter 11; 12.9; 12.13	
*4.D.3. Rights restrictions and restricted interventions are reviewed and/or approved in accordance with DIDD requirements.	Y N NA I	Providers take collaborative and coordinated action to:  1. Obtain Human Rights Committee review of the use of psychotropic medication(s);  2. Obtain Human Rights Committee review prior to the programmatic use of restricted interventions;  3. Review the use of psychotropic medication in accordance with the DIDD Provider Manual; and  4. Ensure Behavior Support Committee and Human Rights Committee review is conducted prior to implementation of behavior support plans containing restricted measures.  Provider Manual Reference: 2.22; Chapter 11; 12.9; 12.13	

*4.D.4. The provider imposes restricted	Υ	Restricted interventions are utilized only in	
interventions in accordance with the	N 🗌	compliance with DIDD Policy and when	
person's behavior support plan.	NA 🗌	addressed in an approved Behavior Support Plan.	
personal compression promise	ม 🗏		
		Provider Manual Reference: 2.22; 12.9	
Domain 5. Health			
Outcome 5A. The person has the best	possible he	alth.	
Indicators	Results	Guidance	Comments
*5.A.5. Needed health care services	Υ	If implementation of health care services and/or	
and supports are provided.	N 🗍	physician orders is required of the PA service,	
and cappend and promotes	NA 🗍	those supports are delivered and documented per	
	IJ 🗍	the agency's policy for healthcare management	
	.0	and oversight.	
		and oversignt.	
		Any health related procedures requiring	
		completion by a nurse are completed only by a	
		nurse. Only a registered nurse may delegate	
		activities related to health related procedures.	
		Barrier (CBN Islands Carl Islands	
		Documentation of RN delegation includes and	
		specifies:	
		That the nurse personally is delegating	
		his/her license;	
		2. Names of staff delegation is applicable to;	
		<ol><li>Specific task/s being delegated;</li></ol>	
		4. Description of training provided to staff; and	
		5. Description of how the RN will monitor staff.	
		Provider Manual Reference: Chapter 11; 13.9.;	
		14.2.; Joint Statement on Delegation, American	
		Nurses Association and National Council of State	
		Boards of Nursing.	
*5.A.8. Provider staff take actions to	Υ	Upon discovery of any emerging health problems,	
address the person's emerging health	N 🗌	ineffective medical interventions, additional	
problems or issues.	NA 🗌	information, or changes in health care concerns:	
p. 23.21110 01 1000001	IJ ☐	Provider staff obtain the necessary	
		intervention from the applicable health care	
		provider, and	
		2 The provider notifies the person's	

		Independent Support Coordinator.	
Outcome 5B. The person takes medica	tions as pre	Provider Manual Reference: Chapter 11; 18.2.a - b.	
·			Commonto
Indicators  5.B.1. The person's record adequately reflects all the medications taken by the person.	Results Y N NA IJ	Guidance  If the PA staff is responsible for administering medications, the person's record contains current physician's orders for each medication (includes prescribed and over the counter).	Comments
		Provider Manual Reference: Chapter 11	
*5.B.2. Needed medications are provided and administered in accordance with physician's orders.	N NA	If the PA staff is responsible for administering medications, the provider ensures that prescription medications are taken in accordance with the directions of a physician.  Ongoing medication refusals are reported to the prescribing practitioner.  Medication variances are effectively detected, responded to, and reported per agency and DIDD policy and procedures.  For persons who self-administer medications, the provider establishes procedures for and monitors the person's self-administration plan.	
		Provider Manual Reference: Chapter 11; 18.4.b.4)	
*5.B.3. Only appropriately trained staff administer medications.	NA   NA   IJ	All unlicensed direct support staff who administer medications have successfully completed the Medication Administration by Unlicensed Personnel course, as per DIDD medication administration guidelines, and continue to maintain their certification, per DIDD Provider Manual.  Any medications requiring administration by a nurse are administered only by a nurse. Only a	

		registered nurse may delegate activities related to medication administration.	
		Documentation of RN delegation includes and specifies:  1. That the nurse personally is delegating his/her license;  2. Names of staff delegation is applicable to;  3. Specific task/s being delegated;  4. Description of training provided to staff; and 5. Description of how the RN will monitor staff.	
		Provider Manual Reference: Chapter 11; Joint Statement on Delegation, American Nurses Association and National Council of State Boards of Nursing.	
*5.B.4. Medication administration records are appropriately maintained.	Y   N   NA   IJ	For the times that PA staff are responsible for administering medications, medication administration records are documented, legible, and accurately reflect DIDD requirements.  Documentation of PRN medication includes the	
		reason and result on the MAR.  Information related to side effects, such as medication profile sheets, are maintained in the person's record in a place readily accessible to the person administering the medications.	
		Information listed on the MAR matches the prescription label and physician's orders.	
5.B.5. Storage of medication ensures appropriate access, security, separation, and environmental conditions.	Y   N   NA   IJ	Provider Manual Reference: Chapter 11  The PA stores medications appropriately when they must be transported for administration during community outings.	
		If the PA is administering medications, medications should be stored per the agency medication administration policy.	
		Provider Manual Reference: Chapter 11	

5.C.1. The person is supported to have good nutrition.	NA D	If the PA is responsible for assisting the person to eat, any dietary guidelines or mealtime instructions are implemented as recommended or ordered.  Any dietary or nutritional supports requiring administration by a nurse are administered only by a nurse. Only a registered nurse may delegate activities related to dietary or nutritional supports.  Documentation of RN delegation includes and specifies:  1. That the nurse personally is delegating his/her license;  2. Names of staff delegation is applicable to;  3. Specific task/s being delegated;  4. Description of training provided to staff; and 5. Description of how the RN will monitor staff.	
		administration by a nurse are administered only by a nurse. Only a registered nurse may delegate activities related to dietary or nutritional supports.  Documentation of RN delegation includes and specifies:  1. That the nurse personally is delegating his/her license;  2. Names of staff delegation is applicable to;  3. Specific task/s being delegated;  4. Description of training provided to staff; and	
		specifies: 1. That the nurse personally is delegating his/her license; 2. Names of staff delegation is applicable to; 3. Specific task/s being delegated; 4. Description of training provided to staff; and	
		<ol> <li>Names of staff delegation is applicable to;</li> <li>Specific task/s being delegated;</li> <li>Description of training provided to staff; and</li> </ol>	
		Provider Manual Reference: Chapter 11; Joint Statement on Delegation, American Nurses Association and National Council of State Boards of Nursing.	
Domain 6. Choice and Decision Making			
		involved in decision-making at all levels of the system	
Indicators	Results	Guidance	Comments
S.A.3. The person and family members are given the opportunity to participate in the selection and evaluation of their direct support staff.	Y	Individual Interview and/or other review activities as indicated	
		Provider Manual Reference: 9.5.c.	
6.A.4. The person and family members report they feel free to express their concerns to providers and report that he provider acts upon their concerns.	Y	Individual Interview and/or other review activities as indicated	

Outcome 6B. The person and family members have information and support to make choices about their lives.						
Indicators	Results	Guidance	Comments			
6.B.1. The person is supported to	Υ	Individual Interview and/or other review activities				
communicate choices.	N   NA   IJ	as indicated; Direct Observation				
		Provider Manual Reference: 2.4.a				
Domain 9. Provider Capabilities and Qu	ualifications	5				
Outcome 9A. The provider meets and r	maintains co	ompliance with applicable licensure and Provider	Agreement requirements.			
Indicators	Results	Guidance	Comments			
9.A.3. The provider maintains appropriate records relating to the person.	Y	The provider complies with appropriate DIDD requirements related to the person's record.				
		Provider Manual Reference: Chapter 8.				
Outcome 9B. Provider staff are trained and meet job specific qualifications.						
Indicators	Results	Guidance	Comments			
9.B.1. The person and family members report that provider staff competently provides quality services and supports.	□□□□ Y	Individual Interview and/or other review activities as needed.				
*9.B.2. Provider staff have received appropriate training and, as needed, focused or additional training to meet the needs of the person.	Y	Ongoing training is provided as the person's needs change.				
		Provider Manual Reference: 3.17.a, 7.2.b.				
Outcome 9C. Provider staff are adequately supported.						
Indicators	Results	Guidance	Comments			
9.C.1. Provider staff report that supervisory staff are responsive to their concerns and provide assistance and support when needed.	Y	Staff Interview and/or other review activities as needed.  Provider Manual Reference: 6.6.f.				
		Frovider Maridal Reference. 0.0.1.				

Domain 10: Administrative Authority and Financial Accountability			
Outcome 10A. Providers are accountable for DIDD requirements related to the services and supports that they provide.			
Indicators	Results	Guidance	Comments
*10.A.1. The agency provides and bills	Υ 🗌	Review of documentation and billing	
for services in accordance with DIDD	N 🗌		
requirements.	NA 🗌		
	IJ 🗌	Provider Manual Reference: 20.6.b.	